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Job details

Job 1 of 1

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Must be permanent employees of the County of Los Angeles who currently hold or have held the payroll title of Administrative Services Manager II, and possess two (2) years working experience in Facilities Management.

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.

The Department of Registrar-Recorder/County Clerk, Administration Bureau, is currently seeking a highly qualified Administrative Services Manager II to fill a vacancy in the Finance and Management Division, Facilities Management Section. Under the Finance and Management Division, the Manager over the Facilities and Emergency Management Section (FEMS) is responsible for supervising all aspects of the Facilities and Emergency Management Operations to ensure the Department maintains the effective operation and maintenance of the physical grounds and equipment, adequate and workable space through building improvement projects, safety management, emergency and disaster preparedness, mailroom, keycard access, security camera monitoring systems, security staff and custodial services for all staff at the Headquarters building, the Election Operations Center (EOC), and six District Offices.

The Facilities Headquarters building is staffed at all times during scheduled business hours and staff is on stand-by for any facility emergency calls after normal business hours and on weekends.

As part of emergency preparedness for the Department of Registrar-Recorder/County Clerk, the Administrative Services Manager II (ASM II) also functions as the alternate Building Emergency Coordinator for the yearly building evacuation drill and California ShakeOut exercise, and ensures that all occupants have been informed of departmental emergency evacuation procedures.

Interested candidates who meet the [Requirements \(Please read "Requirements" Section below\)](#) are invited to apply by submitting an application **ONLINE ONLY** and fax or email supporting documents at the time of filing:

1. A cover letter with EMPLOYEE NUMBER and resume;
2. Copies of last two Reports of Performance Evaluation;
3. Copies of past two years' Prime Variance Time History Report;
4. Two writing samples.

The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. All submitted documents will be evaluated and only the most qualified candidates will be scheduled for an interview. Successful candidates must complete a background review which includes a review of their official personnel folder and reference check.

Requested materials should be emailed to hrrecruitment@rcc.lacounty.gov or faxed to (562) 462-1373 Attention: Andrea Cortez. In your email or fax, please provide your name, phone number, and position title.

Requirements**REQUIREMENTS:**

Must be permanent employees of the County of Los Angeles who currently hold or have held the payroll title of Administrative Services Manager II, and possess two (2) years working experience in Facilities Management.

Desirable Qualifications

The Department seeks a highly motivated, well-organized individual with proven management and organizational skills to provide support to the Assistant Division Manager.

The ideal candidate possesses the following demonstrated knowledge, skills, and abilities:

1. A Bachelor's degree or higher.
2. Ability to work independently with minimal supervision, and abilities in organizing and prioritizing multiple assignments in a fast-paced environment.
3. Experience in working effectively with all levels of staff and management, public and private organizations, government agencies, community agencies or County departments.
4. Excellent verbal and business writing skills.
5. Working knowledge in e-HR, eCAPS (including the Procurement Module and operation processes), Microsoft Word, Excel, Access, and PowerPoint.

Duties

- Direct supervision of five staff consisting of an Administrative Assistant III, Staff Assistant I and II's, and Intermediate Typist Clerk, as well as indirect supervision of three staff; a Supervising Clerk, an Intermediate Typist Clerk and Intermediate Clerk;
- Plans, organizes, assigns, and evaluates the work of staff assigned to the unit and project;
- Develops, implements, and monitors the work progress of staff in achieving assigned objectives; provides input and monitors performance;

- Processes and approves requisitions on the Electronic Countywide Accounting and Purchasing Systems (eCAPS) to procure critical, time sensitive Departmental fixed assets, information technology, and election related materials/services by following the new and established County and Departmental purchasing guidelines and requirements;
- Generates the yearly budget for the Facilities and Emergency Management Section;
- Oversees the preparation of preliminary cost estimates for buildout, remodeling, maintenance, and enhancement projects, and ascertains that projects are kept within budgetary constraints;
- Coordinates building and equipment servicing maintenance with ISD and ensures that deficiencies are corrected in a timely manner;
- Analyzes highly complex operational, financial, program, and other issues and makes recommendations on appropriate courses of action;
- Interacts with a variety of individuals (e.g., vendors, managers, representatives of external agencies/organizations) on highly sensitive, contentious, and confidential issues;
- Participates in meetings to make presentations, provide advice, resolve conflicts, and negotiate agreements to ensure that Departmental goals are met;
- Compiles information by grouping and/or categorizing the information (e.g., in tables, spreadsheets, data base files) in meaningful ways to facilitate meeting specific analytical requirements;
- Prepares a variety of reports, documents, spreadsheets, correspondence, and memoranda requiring the exercise of organizational and political acumen;
- Uses appropriate software to effectively communicate information to various audiences (e.g., departmental personnel, ISD, CEO, and vendors).

Vacancy Information

The position is located in the Administration Bureau, Finance and Management Division, at the Registrar-Recorder/County Clerk Headquarters, 12400 Imperial Highway, Norwalk, CA 90650.

Available Shift

Any

Contact Name

Andrea Cortez

Contact Phone

(562) 462-2844

Contact Email

hrrecruitment@rrcc.lacounty.gov

Job Field

Building Crafts/Facilities Maintenance

Job Type

Officials and Administrators

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